

## **2012 SUMMER CLERKSHIP PROGRAM** **DISTRICT OF MONTANA**

The U.S. Attorney for the District of Montana will sponsor a Summer Clerkship Program in 2012. The U.S. Attorney established this program in 1995 and has two goals for those who participate: to supplement the students' academic training with legal research and advocacy opportunities and to facilitate mentoring of new lawyers. Law students with work-study status or those interested in volunteering are invited to apply.

Law students will work with Assistant U.S. Attorneys on projects related to on-going litigation and appeals or issues of significance in prospective litigation.

The U.S. Attorney welcomes applications from law students interested in one or more of the district's offices which are located in Billings, Great Falls, Helena, and Missoula. Law students should indicate a placement preference or limitation, if applicable. In addition, applicants for the summer clerkship program should indicate a preference for civil or criminal assignments if the applicant has a preference.

### **SELECTION PROCESS INFORMATION:**

- Second-year students who apply for summer positions must forward a resume, cover letter, and list of classes to be completed by the end of the academic year to U.S. Attorney Michael W. Cotter no later than November 30, 2011. Final selections will be made no later than December 15, 2011, although offers may be made earlier than this date.
- *First-year law students are not allowed to apply for summer employment until December 1, 2011.* Applications for the Summer Clerkship Program from first-year law students are due no later than January 13, 2012.
- Summer law clerks must file a substantial number of forms in order to facilitate the Department of Justice's personnel clearance process. These forms will be forwarded to those students who are selected as summer clerks.

### **REQUIREMENTS:**

- Only citizens of the United States may apply.
- Applicants must be enrolled as first-year students or second-year students in an accredited law school in the United States.
- In order to serve as a summer clerk, applicants must also be able to successfully pass a background investigation, which requires disclosure of any drug use, law enforcement and employment records, and financial credit information.

### **ADDITIONAL LIMITATIONS:**

- Clerkships are a minimum of eight weeks and may not exceed fifteen weeks (between May 1 - September 1, 2011).
- The clerkship is not intended to serve as a preliminary step to full-time employment in the U.S. Attorney's Office for the District of Montana or the U.S. Department of Justice.
- Summer volunteers will not receive financial compensation and are not considered employees of the government other than for the purposes of compensation for injuries sustained during work (Chapter 81 of Title 5 of the U.S. Code) and tort claims brought against the United States (Sections 2671 through 2680 of Title 28 of the U.S. Code).

### **CONTACTS:**

- All application materials should be forwarded to U.S. Attorney Michael W. Cotter at P.O. Box 1478, Billings, Montana 59103. If you have questions about the program, please call Assistant U.S. Attorney Victoria Francis at (406) 247-4633.